

County of Perth
Accessibility Advisory Committee

Minutes – September 3, 2009

In Attendance: Terry Seiler, Jason Robinson, Mary McLagan, Judy Nafziger, Ethel Sage, Marion Sage, Judy Givens, Linda Markham, Lisa-Dawn Wismer

Regrets: none

**Perth East Municipal Building – Milverton
Council Chambers**

Thursday, September 3, 2009
7:00PM

1. Call to Order Chair
Meeting was called to order at 7:00PM by Judy Nafziger.
Introductions were made to ensure everyone had met.
2. Disclosures of Interest
None.
3. Adoption of Agenda
a. **THAT** the meeting Agenda be accepted as circulated
Moved by Marion Sage. **Second** by Mary McLagan. **Carried.**
4. Previous Meeting
a. **THAT** the minutes of the previous meeting of June 4, 2009 be adopted
as circulated
Moved by Ethel Sage. **Second** by Judy Givens. **Carried.**
5. Business from Previous Minutes Committee
a. AAC member's mileage and remuneration
 - i. There has been a change to the way all of our committees are paid due to Canada Revenue Agency requirements
 - ii. All committee members must be added to payroll and remuneration will be reported as income for tax purposes.
 - iii. Remuneration will still be calculated in the same way and paid out at the end of the year, but will be a direct deposit.
 - iv. Mileage will be submitted on expense forms to be filled out at each meeting (Lisa-Dawn to bring hard copies to each meeting). Mileage amounts will be paid to members on the following pay day.

b. Update on Standards

- i. Customer Service is regulated; compliance date for municipalities is January 1, 2010.
- ii. The final proposed Information & Communication standard was released. Suspect it will be regulated in the New Year.
- iii. The Employment standard has finished its review process and will likely be the third one released, not sure on timing.
- iv. The Transportation standard had a public review, but there are a lot of changes happening to it, so it will likely be a while.
- v. The Built Environment standard is currently released for public review. Comments are to be submitted to the ministry by October 16, 2009.

6. Correspondence..... Lisa-Dawn

- a. The Accessible Customer Service policy & procedures was approved and adopted by County Council on August 13th, and Perth South and Perth East Councils on September 1st.
- b. It will be going to West Perth Council on September 14th, and North Perth's Council Committee on September 21st with final decision being made the following week on September 28th.
- c. The policy document is essentially the same cross-county, with minor procedural details such as 'who is responsible for what' customized to each municipality.
- d. The training program commences next week.
- e. County website has an anticipated launch date of October, would like the AAC members to test it first.

7. New Business Committee

a. Review Accessibility Plan

- i. Typo on page 9, POA service counter - should be 'window' not 'widow'
- ii. Also on page 9, North Perth – clarification needed – what public washroom on the second floor? Are they accessible? Are the taps accessible? Lisa-Dawn to follow up.
- iii. Page 16, West Perth having no contributions at this time. Seems to be a glaring omission – it is their responsibility under the legislation to create some plan, and they are likely doing something in the upcoming year. Lisa-Dawn to follow up with CAO.
- iv. **Motion** – Lisa-Dawn must follow up with West Perth and ensure they add an item to the plan before taking to Council for approval.
Moved by Mary McLagan. **Second** by Jason Robinson. **Carried.**

- v. Lisa-Dawn to follow up with the committee via email to communicate changes. Will take to council following amendments and committee approval.
- vi. County Website testing –
 - Anticipated launch date is in October
 - Would like the AAC to review ahead of time
 - AAC would like to review on their home computers followed by a discussion session (probably in Stratford) with the entire committee and Steve or Randy (tech at the County)
 - Possible dates for the discussion session are the afternoon of October 1st or 15th (dependent on website timelines and staff schedules)
 - Lisa-Dawn to check with Steve/Randy when the website will be ready for testing, whether it is possible to view the website on their home computers, when a discussion session would be possible, and share these details with the committee
- b. Accessible Customer Service Training Program (Run-through)
 - i. Presentation too lengthy for a complete run-through. Instead Lisa-Dawn walked the committee through her materials. Feedback provided, more may be sent upon further review.
 - ii. Lisa-Dawn to send the committee video links to review.
 - iii. Committee members will attend staff training dates. Lisa-Dawn to send out the dates to the committee. Individual members can decide which time and location best suits.
 - iv. **Motion** – the committee reviewed and approves of the training materials.
Moved by Terry Seiler. **Second** by Ethel Sage. **Carried.**

8. Adjournment

a. Next meeting: December 3, 2009

b. Motion to adjourn

THAT, having completed all business, the meeting be adjourned at __8:35__ pm.

Moved by Mary McLagan. **Second** by Terry Seiler. **Carried.**